CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

☐ PROPOSED

POSITION DUTY STATEMENT - General

☐ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM	POSITION NUMBER (Agency-Unit-Class-Serial)			MCR / HCR
Office of Business Services	065-582-5157-XXX			1
DIVISION / UNIT	CLASSIFICATION TITLE			
	Analyst I			
	WORKING TITLE			
Division of Administrative Services Office of Business Services Contracts Management Branch	Analyst I			
	TIME BASE / TENURE	CBID	WWG	COI
	Perm/FT	R01	2	Yes ☒ No ☐
LOCATION	INCUMBENT		EFFECTIVE DATE	
Sacramento			October 2026	

CDCR'S MISSION and VISION

Mission
To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision
We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT STATEMENT

California Department of Corrections and Rehabilitation (CDCR) and the California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities.

CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.

DIVISION OVERVIEW

The Division of Administrative Services (DAS) is responsible for statewide support service functions within the Department. This includes Office of Fiscal Services, Office of Business Services, Human Resources, Office of Employee Wellness, and the Regulations and Policy Management Branch. This includes establishing departmental policies, procedures, and processes to manage the administrative operations of the Department, formulates departmental rules and regulations, confers with executives from other areas in the delivery of departmental administrative support programs.

GENERAL STATEMENT

The Office of Business Services (OBS) provides overall administration of the California Department of Corrections and Rehabilitation (CDCR) non-information technology (non-IT) contract and procurement activities, property and records management programs, fleet management, headquarters' (HQ) mail center, material master data (MMD), and correspondence control operations, Small Business (SB), Microbusiness (MB) and Disabled Veterans Business Enterprise (DVBE) activities. OBS ensures that departmental agreements are executed in compliance with State laws and regulations. OBS is comprised of the Business Management and

Procurement Branch (BMPB) and the Contracts Management Branch (CMB). Pursuant to Public Contract Code (PCC) § 10351, the OBS Deputy Director serves as the CDCR Procurement and Contracts Officer (PCO) on behalf of the Agency Secretary.

Under the direction of the Supervisor I, the incumbent must adhere to all ethical practices and policies, current contract-related laws, policies, and procedures. The incumbent is responsible for less complex contract management activities in the CMB consisting of the following duties:

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
35%	Under direction and guidance, develop, review, analyze, write and process a diverse workload of Non-IT service contracts ranging from routine to highly technical and complex in accordance with Public Contract Code (PCC), Government Code (GC), the State Contracting Manual (primarily Vol. 1), the State Administrative Manual (SAM) and the departmental operating policies and procedures with team collaboration and management review and seeks to become a subject matter expert for contracts. Responsible for the complete contract cycle from development, solicitation, award and closure of Agreements. Analyzes work products to evaluate and obtain the appropriate approvals and documentation required. Provide technical guidance and consultation to internal and external customers while working directly with CDCR programs, vendors, control agencies, and team members on a wide variety of contracting needs, and requests. Identify and resolve complex contracting issues and provide recommendations to management, staff and programs on the use of appropriate contract language in the scope of work, rate sheet and overall contract budget based on historical data. Collaborate with Programs including requesting information and decisions. Manage contract processing timelines and overall workload; elevating issues as needed to ensure timely resolution.
25%	Under direction and guidance, generate and respond to correspondence for contracts including the creation of late justification letters, Non-Competitive Bid (NCB) justification documents, response to protests, and other required contract documentation. Prepare and post solicitations for public advertising including any necessary addendums throughout the solicitation process and keep potential bidders and program informed throughout the solicitation cycle. Conduct public bid openings and timely bid evaluations. Request and verify support documentation required for contract execution. Process encumbrance adjustment requests and contract terminations. Collaborate with Accounting and program to address invoice payment or contractor performance issues and ensure requested services are within the scope of the agreement. Create contract purchase orders and ensure final contract documents are distributed to internal and external parties.
25%	Makes timely and accurate entries into databases and spreadsheets each week to ensure all actions related to the contract process are appropriately completed and recorded and that workload can be managed so that all timelines are met. Updates internal and external tracking systems used for generating various reports and for administrative purposes. Maintain electronic contract file organization in accordance with internal guidelines and procedures and ensures contract file closeouts are accurate and completed timely.
10%	Assist and advise management and/or higher technical staff, with the development of new or alternative contract administration procedures and forms and suggests revisions when needed. Acknowledge and resolve customer complaints, communicate with customers through various channels, and respond promptly to inquiries in a professional and timely manner. Provides timely response to emails and elevates items to leadership team when needed for response and/or guidance. Act as a backup to other analysts. As a peer reviewer, reviews drafts to ensure compliance with applicable State and Federal Laws, policies, and departmental guidelines. Perform special assignments or participate in workgroups as assigned within the scope of the classification
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit time sheets by the due date.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.

- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated individuals, visitors, non-employees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Errors can lead to time loss and significant delays in program production, which can result in inefficient use or misdirection of department resources. These delays can prevent the program from executing contracts timely and result in various negative financial impacts, lapse of service in contracts, or legal liabilities.

WORK ENVIRONMENT

The position is located indoors, in an office space. Indoor ventilation provided by heating/air conditioning system and ductwork.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

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	WORKING TITLE			
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35%	Independently develop, review, analyze, write and process a diverse workload of Non-IT service contracts ranging from routine to highly technical and complex in accordance with Public Contract Code (PCC), Government Code (GC), the State Contracting Manual (primarily Vol. 1), the State Administrative Manual (SAM) and the departmental operating policies and procedures with minimal supervision and serves as a subject matter expert for contracts. Responsible for the complete contract cycle from development, solicitation, award and closure of Agreements. Analyzes work products to evaluate and obtain the appropriate approvals and documentation required. Provide technical guidance and consultation to internal and external customers while working directly with CDCR programs, vendors, control agencies, and team members on a wide variety of contracting needs, and requests. Identify and resolve complex contracting issues and provide recommendations to management, staff and programs on the use of appropriate contract language in the scope of work, rate sheet and overall contract budget based on historical data. Collaborate with Programs including requesting information and decisions. Manage contract processing timelines and overall workload; elevating issues as needed to ensure timely resolution.
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5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit time sheets by the due date.

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